

13 MAR 1967

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 10 March 1967

1. Department of Defense Survey of Pilot Utilization: On 26 February 1967, the Secretary of Defense directed all Armed Services to conduct a survey of pilot requirements outside the DOD structure. We reported 62 such requirements; 27 of the officers will be returned to the Air Force during the latter part of FY 1968 as a result of the phase-out.

25X1A of OSA's [redacted]

2. IDY Trip to St. Louis: Mr. [redacted] Chief, Reserve Branch, MMPD visited the U. S. Army Administration Center, St. Louis, Missouri, on Monday and Tuesday, 6 and 7 March 1967, to discuss administrative problems concerning Agency reservists.

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25X1A 3. Trip to Virginia Polytechnic Institute: On Thursday, 9 March 1967, Mr. [redacted] visited the VPI campus to discuss Agency cooperative education opportunities with eight students of the VPI Forestry School. This school has just established a cooperative education program. Mr. [redacted] furnished four of the eight students with Personal History Statements to complete and return as soon as possible.

25X1A 4. Current Summary of Cooperative Education and Summer Intern Programs:

MPIC: In Work Status	6
In Study Status	4
Cleared to Report	1 + 1 Summer Intern
In Pipeline (PMS's received)	13 + 12 Summer Interns
Interviewed, Invited, and Interested (PMS's not yet received)	23 + 4 Summer Interns

OCS:	In Work Status	2
	In Study Status	0
	In Pipeline (PMS's received)	4
	Interviewed, Invited, and Interested (PMS's not yet received)	13
COMMO:	In Work Status	7
	In Study Status	6
CHINA AREA:	In Process	1
INTERNS	Given PMS's	2
	Under Consideration	5

5. Lenten Religious Services: Attendance at the religious services held on 8 March 1967 was as follows:

	<u>Number</u>	<u>Contribution</u>
Catholic	125	\$31.75
Protestant	149	<u>\$4.30</u>
<b>TOTALS</b>	<b>274</b>	<b>\$36.05</b>

6. Status Report - Fringe Benefits for Contract Employees: The Bureau of Retirement and Insurance has advised us that the proposal to extend fringe benefits to U. S. citizen contract personnel has been submitted to the Interagency Advisory Group Secretariat. The proposal is being distributed to IAG agencies with a deadline of 31 March 1967 for their comments.

/s/ Emmett D. Echols

Emmett D. Echols  
Director of Personnel

Distribution:

0 & 2 - Addressee  
1 - IG  
X - D/Pers Subject  
1 - D/Pers Chrono

25X1A OD/Pers/ [redacted] sac (13 Mar 67)

6 MAR 1967

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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 3 March 1967

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1. Special Military Detailer Program to South Vietnam:

have been nominated for the program, all of whom will be scheduled to report for their screening and processing appointments the week beginning 13 March 1967. The other Services are screening for suitable personnel and names should be forthcoming in the near future. It is hoped that the balance required to reach [ ] acceptable officers for the program can be processed during the week commencing 25 March.

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2. Field Trip by Chief, NMFD: Chief, NMFD returned on 24 February from

two weeks TDY in [ ]. He has discussed the findings of his trip with appropriate officials in the European Division, CA Staff, and with the Deputy Director of Personnel. His formal report will be forwarded shortly.

3. Legion of Merit Awards: Oak Leaf Cluster to the Legion of Merit has been awarded Colonel [ ] NE Division. We are

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25X1A working with Mr. [ ] in developing plans for an appropriate presentation ceremony. We have also received word that the Legion of Merit has been awarded to Colonel [ ] for his 25X1A performance while serving with the Agency. Colonel [ ] has returned 25X1A to his parent service and is now in Vietnam.

4. Personnel Forecasting: As a sequel to the recent release of revised Fiscal Year 1967 personnel requirements in PERSONNEL FORECAST NO. 1, we have talked with representatives of the Directorate of Science

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and Technology, the Directorate of Intelligence, and the Clandestine Services about the personnel requests of the components under their respective jurisdictions. Potential trouble spots were reviewed in this process. We generally discussed means of maintaining flexibility of staffing under conditions in which most Agency components are near ceiling or are overceiling. In particular, ceiling controls at the Directorate level were considered for components overceiling. In addition, we discussed using applicant-to-EOD ratios as one way of controlling the number of applicants we should put into process against anticipated future vacancies (e.g., if an office needs 15 engineers in the next six months and the applicant-to-EOD ratio is 5 to 1, up to 75 persons could be recruited and put into process).

Currently, the Directorate of Science and Technology does not have the problem of having too many persons in process. Within the Directorate of Intelligence, only two components -- Office of Central Reference and Office of Research and Reports -- are potential trouble areas, but this Directorate is carefully monitoring the situation and believes it will have the problems resolved in OCR by the end of March and in ORR by the end of the Fiscal Year.

5. Inspection by Recruitment Division Chief: This week Chief, Recruitment Division will make inspection/orientation visits to recruiters

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6. Standardized Education Allowance: The Department of State has recently added a new section to its standardized education allowance

regulations. This section clarified a situation where an employee transfers from a foreign post to a non-foreign post but the child remains in the same school. It reads as follows:

Transfers to a New Non-Foreign Post

Where the employee, assigned to a post in a foreign area, receives official notice of transfer to a new post in a non-foreign area while his child is attending school and the child remains in the same school while the employee transfers, the head or agency may waive recovery of all or portions of the education allowance advanced if he is satisfied that such recovery would be against equity and good conscience or against the public interest.

Evidence weighing against recovery and waiving exercise of the waiver includes circumstances where:

- (1) The child's educational progress would be affected by the withdrawal of the child from the school before the end of the school year; or
- (2) The school would make no refund of tuition and other payments even if the child were to be withdrawn from the school before the end of the school year.

7. Lenten Religious Services: Attendance at the religious services held on 1 March 1967 was as follows:

	<u>Number</u>	<u>Contribution</u>
Catholic	143	\$43.65
Protestant	<u>112</u>	<u>41.41</u>
<b>TOTAL</b>	<b>255</b>	<b>\$85.06</b>

3. Suggestion Awards Ceremony: A Suggestion Awards Ceremony is scheduled for 11:30 a.m., Tuesday, 7 March 1967, at the NPIIC Auditorium at which the Deputy Director of Central Intelligence will present the following awards:

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<u>Suggestor</u>	<u>Achievement</u>	<u>Award</u>
	Photo Mosaic Indexing Program	\$2,500*
	Data Block Reader	\$2,000
	Data Block Reader	\$1,000
	Readout of Index Camera Photography	\$ 300
	Technique to Improve Accuracy of Intelligence Data	\$2,000

\*In addition to an interim award of \$1,000 approved 23 June 1964.

4. Status Report - Fringe Benefits for Contract Employees: The Director, Bureau of Retirement and Insurance plans an early submission to the Interagency Advisory Group of our proposal that U.S. citizen contract employees be granted Civil Service Retirement, Federal Employees Group Life Insurance, and Federal Health Benefits. The proposal will be presented to the IAG without any reference to the Agency or discussion of our reasons for our requesting such coverages for these employees. Once the proposal has been submitted to the IAG, BRI will wait for approximately 30 days for comments from the departments and agencies represented in the IAG. We will continue to follow closely the progress of this proposal.

/s/ Emmett D. Echols

Emmett D. Echols  
Director of Personnel

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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 24 February 1967

1. Progress on Special Detail Program for South Vietnam: Formal approval for this program was given by the Deputy Secretary of Defense in a letter to Mr. Helms dated 17 February 1967. The Deputy Secretary of Defense advised the Chairman, Joint Chiefs of Staff of his approval by memorandum dated 17 February 1967.

The four military services are in various stages of screening records and disseminating information to field commands to obtain volunteers for this program. At this writing, it is not possible to forecast the number who will volunteer or their dates of availability for processing. However, every effort will be made to complete the processing for entrance on duty for orientation and training by 10 April 1967. This date is considered essential by the Plans Directorate since arrangements have been made with the Office of Civilian Operations to enter all [redacted] of the selectees in OCD's six-week training course scheduled for 17 April 1967.

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2. Personnel Forecast No. 2: A follow-up meeting was held with representatives of the Directorate of Science and Technology concerning their reports in the Agency-wide review of personnel requirements. Since this Directorate has ceiling spaces and a shortage of applicants, it does not represent a control problem. Nevertheless, the Directorate is aware of the need for adequate control and would like to maintain control at the Directorate level for its offices.

3. Length of Overseas Tour Study: An initial draft of this study was accomplished during the week and will be reviewed in a special senior staff meeting in the Office of Personnel on 26 February. We are still awaiting the Office of Finance costing of the data given them by this Office. This has been an extremely difficult study to complete because of the lack of basic information and the problems inherent in the dispersion of whatever information is available between the Office of Finance and this Office.

4. Clerical Staffing Branch: Clerical assignments to the Plans Directorate are as follows:

1 January 1967 through 17 February 1967  
20 February 1967 through 24 February 1967

Total 1 January 1967 through 24 February 1967

Our quota for the Plans Directorate is 40 clericals per month which we have exceeded for the past two-month period.

5. Recruitment Items: Mr. [redacted] Placement Division, volunteered to cover the 20 February recruitment date at Lafayette College in Easton, Pennsylvania following the injury of the son of Mr. Charles [redacted] who normally covers the school. The child was struck by an automobile and, for a time, it appeared that there was a severe head injury; however, it was later learned that the injuries were minor.

At least 40 per cent of the time of Chief and Deputy Chief, Recruitment Division was spent during the past week on some phase of receiving reports from recruiters or preparing reports to go forward to Agency officials on the subject of college picketing and demonstration.

6. Outplacement Assistance to [redacted] contract language instructor in OTR, who has been declared surplus to OTR's

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needs and to the Agency, has been detailed to the Office of Personnel while a job search is conducted on her behalf. To date, 16 letters with resumes have been sent to various organizations in the Washington area that could possibly utilize her language skills. In addition, telephone calls have been made to eight government agencies describing her availability. Slight interest has been expressed by the Voice of America and the Capital Radio Engineering Institute (CREI has a contract with the National Security Agency to do translation work).

7. Suggestion Awards Committee: A final award of \$2,500 for  
25X1A [redacted] Directorate of Intelligence, National Photographic Interpretation Center for his photo mosaic program was approved by the Executive Director for the Director of Central Intelligence.

An agenda was submitted to the Deputy Director of Central Intelligence for a small private ceremony to be held on 3 March 1967 to honor  
25X1A Mr. [redacted] formerly with the Directorate of Science and Technology, now with the National Aeronautics and Space Administration.  
25X1A Mr. [redacted] will receive an interim award of \$2,000 for his significant technical achievement.

[Signature] E. D. Schools

Emmett D. Schools  
Director of Personnel

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25X1A OD/Pers, [redacted]:sac (27 Feb 67)

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20 FEB 1967

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 17 February 1967

1. Involuntary Recall of Ready Reservists: The Secretary of Defense announced on 15 February 1967 that 25,000 Ready Reservists would be called to active duty from the Annual Active Duty Control Groups. The Agency will be affected by this call-up, since a number of our Reservists are assigned to these Groups. We should know within a week, after a screening has been completed, who will be vulnerable for recall to active duty under the criteria of the Office of Reserve Components, Department of the Army.

The Acting Chief, NMMPD has called the Office of Reserve Components, Department of the Army, to clarify the category of Ready Reservists who would be vulnerable for Active Duty as a result of the announcement. Specifically, these are the Reservists who enlisted in a Reserve Unit for six years, served four to six months on active duty, and subsequently transferred to a Control Group before completing their six-year obligation. There are several reasons why these Reservists may have been transferred, such as personal or community hardship, change of employment, or reorganization of Reserve Units. According to the Office of Reserve Components, the directive implementing this call-up has not been published; however, they will permit a period of six months for a Reservist to get assigned to a Reserve Unit before he is involuntarily called to active duty. A Reservist who was assigned to a Control Group for reasons of hardship or for reasons beyond his control will probably be permitted to remain in a Control Group.

Under our present policy, we place controls over the records of obligated Reservists with the Military Departments. These controls ensure that a Reservist will not be called to active duty without Agency consent. These procedures were established primarily for the individual who had served at least two years. In a few isolated cases, controls have been placed on the records of individuals that served only six months active service.

Until a thorough screening is conducted of those Reservists now in a Control Group, it is now estimated that approximately 45 Agency Reservists will be subject to recall unless they become active with Reserve Units. These individuals will be informed of the procedure to follow in locating suitable Reserve organizations.

We will continue to place controls over the records of all Reservists who have performed at least two years of Active Duty and those Reservists who have served six months active duty if their participation in the Reserves will cause undue hardship to the Agency.

2. Status of Special Military Details Program to South Vietnam:

Although formal approval has not yet been received from Office Secretary of Defense for the program, it is expected momentarily. Information was received during the week that Colonel White had discussed with the Under-Secretary of State for Administration the question of delegation of authority under the Foreign Assistance Act of 1961 which would permit

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[redacted] and that such delegation should be forthcoming by the end of this week.

Earlier in the week, Mr. [redacted] DOD liaison, indicated that there might be a question about our using enlisted spaces under our military authorization for this program, and he was referred to the Deputy J-1, JCS, who had stated that we would be permitted to use either officer or enlisted spaces.

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Department of Army, in anticipation of approval by the Secretary of Defense, is in the process of screening records and getting in touch with prospective volunteers for this purpose.

We are attempting to locate space in the Rosslyn area, preferably in Magazine Building, for processing candidates for this program. Tentative arrangements have been made with the Office of Security for the use of their technical briefing room on the sixth floor of the Magazine Building.

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3. Cooperative Education Program: During the week of 13 February, Mr. [redacted] visited Rochester Institute of Technology where he talked with a group of 26 students majoring in either physics, mathematics or electrical engineering. Twelve students in this group evidenced interest in our program and were interviewed individually by Mr. [redacted]. Seven of the 12 students interviewed were furnished with Personal History Statements to complete and return to us as soon as possible.

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4. Religious Services: Participation and contributions during the second week of Lenten religious services were:

	<u>Participants</u>	<u>Contributions</u>
Catholic	164	\$30.00
Protestant	143	\$40.00
TOTAL	327	\$70.00

5. Employee Activity Association: All Stover Candy was sold out during the Valentine's Candy Sales. A total of approximately 5,100 pounds was sold during the Christmas-Valentine period. The net profit to EAA on an investment of about \$7,450 for the entire 5,100 pounds will be about \$1,300.

6. Skills Bank: Attached is a report prepared by Mr. [redacted] Deputy Director of Personnel for Recruitment and Placement concerning enforcement of the three day final review rule in order that the Skills Bank will serve the purpose for which it was designed. Enforcement of this new rule will probably produce some complaints but we consider some form of discipline essential to police the system and realize its real benefits in timely decisions.

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Elliott D. Echoles  
Director of Personnel

Att.

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waiting to review a file or resume charged out to another component. Please understand that when we speak of the "3-day rule" we make allowances for courier time and are always willing to stretch this period to five days in order to allow one day for the file to reach the component, three days for review, and the fifth day for the file being returned to the Bank with either an action request to commence clearance or a statement of rejection.

5. Since some components are living with and abiding by the "3-day rule," we have to insist that all components, in their own best interests, can live with this rule as originally conceived.

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[Redacted]  
Deputy Director of Personnel  
for  
Recruitment and Placement

Attachment

## SKILLS BANK PLACEMENT

Skills Bank placement denotes the "banking" of new applicant files for inspection by Agency components with the view to selection for employment. To facilitate review, new files and resumes are grouped according to the candidates' professional or technical qualifications. Acquisition lists are compiled and distributed to the Personnel Officers of all components. Files are retained in the Skills Bank for 15 calendar days, constituting an open inspection period. Following this period, components may withdraw files for a final 3-day review. Priority of review normally is determined by the component's relative deficit staffing status, that is, ceiling minus strength coupled with predictable attrition as offset by applicants in process.

"Committed" applicants, not subject to open inspection unless rejected by the designated component, are either those candidates recruited through the component's own resources or those whose qualifications are classically consistent with the requirements of a given component.

Skills Bank review and placement is considered the most effective mechanism for servicing both projected and newly developing staffing requirements. It eliminates the guesswork that goes with Placement Division/Applicant Selection Branch's (PD/ASB) "shopping files," or, worse, not shopping a particular file to a component that may have an overriding claim although it has not reduced its requirement to Personnel Requisition format.

The 3-day final review rule is designed to expedite an Agency hiring decision within 30 days. We not only owe this consideration to the candidate, but to our recruiters. By adhering to an over-all 30-day review schedule, the Office of Personnel can maintain a control that weeds out weaker candidates while insuring stronger candidates receiving timely selection and clearance processing.

Essentially, the weaker candidates eliminate themselves—when their files are not withdrawn from the Skills Bank by any component after the 15-day open inspection period. An equally important control serves to alert OP to personnel categories wherein input of new applicants remains at an inadequate level to satisfy staffing demands. In these categories, OP must design timely recruitment action to forestall shortfall, rather than continue to overload the pipeline with easy-to-come-by applicants—as was the case when no effective control device existed.

While applicants may appear on this acquisition list in no specific order, they are "banked" by PD/ASB according to professional or technical education and experience. Further, please do not infer from this explanation of the Skills Bank placement system that Recruitment Division can do its work without the benefit of definitive Personnel Requisitions. Requisitions clearly indicating the specific qualifications desired are essential to the organization of the recruiting effort, conveying requirements to individual regional recruiters and to the identification of the need for special recruitment tasks or campaigns. Only requisitions create the obligation to undertake recruitment!